



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"Enriching Lives"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE PJ-2

December 4, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

FILED  
2003 DEC -3 AM 9:02  
COUNTY OF LOS ANGELES

Dear Supervisors:

**BOB HOPE PATRIOTIC HALL ELEVATOR REPLACEMENT PROJECT  
APPROVE THE PROJECT AND TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
APPROVE APPROPRIATION ADJUSTMENT  
SPECS. 6542; C.P. 86256  
SUPERVISORIAL DISTRICT 1  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND  
THE DIRECTOR OF MILITARY AND VETERANS AFFAIRS THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act in accordance with Guidelines Sections 15301 (a) and (d), 15331, and under Classes 1(c) and (d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the project and authorize the Director of Public Works to carry out the project.
3. Adopt plans and specifications for the Bob Hope Patriotic Hall Elevator Replacement Project and instruct the Executive Officer to advertise for bids to be received and opened on January 20, 2004, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

4. Authorize the Director of Public Works to award the construction contract in a not to exceed amount of \$1,095,900 to the apparent lowest responsible bidder meeting the criteria adopted by your Board and to prepare and execute the construction contract in the form previously approved by County Counsel.
5. Approve the project budget of \$1,752,000 (Enclosure A) and Appropriation Adjustment (Enclosure C) in the amount of \$1,535,000 to reallocate \$1,460,000 from the Capital Projects Budget, Bob Hope Patriotic Hall, General Improvements Project, Capital Project 86491 and \$75,000 from the Extraordinary Maintenance Budget.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize Public Works to proceed with advertising, bidding, and awarding the construction contract for the replacement of the obsolete and aged elevators and the associated building access improvements for the disabled.

The Bob Hope Patriotic Hall, originally built in 1925, currently serves as the administrative headquarters for the Department of Military and Veterans Affairs and houses various community and veterans programs. The two existing manually operated passenger elevators that serve the 10-story building have remained unchanged from their original installation, have outlived their useful lives, and are exhibiting service problems associated with their age. In the interest of safety and service to the public, it is proposed to install two new, code-compliant automatic elevators. The new elevators will be installed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties due to the historical significance of the elevators within the structure.

#### **Implementation of Strategic Plan Goals**

These actions are consistent with the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility as the proposed elevator replacement and accessibility upgrades are an investment in public infrastructure that will enhance accessibility at this County facility.

### **FISCAL IMPACT/FINANCING**

In our December 6, 2001, Board letter, we indicated that we would complete a total project cost estimate and a funding plan before returning to your Board to adopt the plans and specifications for this project. We have completed this effort, and Public Works' fair construction cost estimate without contingency is \$996,200. The total project cost estimate is \$1,752,000, including design, plan check fees, construction, equipment, consultant services, miscellaneous expenditures, County services, and a change order allowance equal to approximately 15 percent of the estimated construction bid amount. If it is determined that the apparent lowest responsible bid received exceeds the current budget estimate, we will return to your Board for approval of additional funding or a reduction in the project scope. The Project Schedule and Budget Summary are included in Enclosure A.

The Fiscal Year 2003-04 Capital Projects Budget for the Bob Hope Patriotic Hall Elevator Replacement Project (C.P. 86256) includes \$217,000 in appropriation to fund this construction contract.

Approval of the enclosed appropriation adjustment will reallocate \$1,460,000 from the Capital Projects Budget for the Bob Hope Patriotic Hall General Improvement Project (C.P. 86491) and \$75,000 from the Extraordinary Maintenance Budget for the ADA improvements to C.P. 86256 to complete the funding for this project.

### **Operating Budget Impact**

Because this project is limited to replacing existing elevators and accessibility upgrades, Military and Veterans Affairs anticipates neither startup costs nor an increase in operational costs following completion of the project. Because of the age of the existing elevators, Military and Veterans Affairs is currently required to provide staff to manually operate the elevators. The installation of the replacement elevators will eliminate the need to provide elevator operators and will reduce the facility's maintenance costs.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, of the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

### **ENVIRONMENTAL DOCUMENTATION**

A historical assessment for the Bob Hope Patriotic Hall was prepared to ensure that historical elements of the facility are maintained during the renovation work. The study was completed on July 22, 2002, and concluded that the replacement of the elevators and implementation of the accessibility upgrades would not result in significant impacts to the historical nature of the facility if the work is done in conformance with the Secretary of the Interior's Standards for Rehabilitation. The work is limited to interior alterations involving no expansion to use beyond that previously existing, which will not cause a substantial change in the significance of the Bob Hope Patriotic Hall. The changes will not create a false sense of historical development but will conform to the evident design characteristics, color, texture, and materials of the

existing elevators. Significant parts of the old elevators will be preserved and delivered to Military and Veterans Affairs to keep in the building to substantiate the significant period and condition of the existing elevators.

The proposed project is categorically exempt under the California Environmental Quality Act, in accordance with Guidelines Sections 15301 (a) and (d), 15331, and under Classes 1(c) and (d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

### **CONTRACTING PROCESS**

On December 18, 2001, your Board awarded an architect/engineer agreement to GPRA, Inc., to provide design and consultant services for the project.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this construction contract as this contract is for non-Proposition A services.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure C).

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business With Us" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of the bidders to use CBEs.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The replacement of the elevators and accessibility upgrades will be coordinated with Military and Veterans Affairs to minimize impacts on the operations of the facility. The project will be managed to keep disruption to a minimum and allow maximum flow through the facility. One of the two elevators will be kept in service at all times that the building is open.

The Honorable Board of Supervisors  
December 4, 2003  
Page 6

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Military and Veterans Affairs, and Public Works.

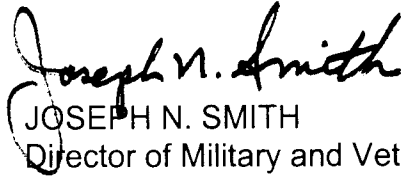
Respectfully submitted,



JAMES A. NOYES  
Director of Public Works



DAVID E. JANSSEN  
Chief Administrative Officer



JOSEPH N. SMITH  
Director of Military and Veterans Affairs

PG:lpg

U:\general\others\patriotic hall elevator\Administrative-Clerical\board letters\AAA.doc

Enc. 3

cc: County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance (Ozie Smith)

December 4, 2003

**ENCLOSURE A**

**BOB HOPE PATRIOTIC HALL ELEVATOR REPLACEMENT PROJECT  
APPROVE THE PROJECT AND THE TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
APPROVE APPROPRIATION ADJUSTMENT  
SPECS. 6542; C.P. 86256**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Award Design Contract	12/18/01*
Execute Design Contract	01/16/02*
Enhanced Schematic Design	04/01/02*
Historical Survey	09/04/02*
Construction Documents	08/13/03*
Jurisdictional Approvals	11/04/03*
Construction Contract Award	02/05/04
Construction Start	02/19/04
Substantial Completion	02/25/05
Final Acceptance	03/24/05

\* Actual completion date

## II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	\$ 0
Construction	
Construction Contract	\$ 1,095,900
Change Order Allowance	164,400
Subtotal	\$ 1,260,300
Equipment	\$ 0
Plans and Specifications	
Basic Design Services	\$ 76,100
Sub-consultant Services	16,300
Additional Services	13,300
Reimbursable Services	3,000
Subtotal	\$ 108,700
Consultant Services (Hazardous Materials and Soils)	\$ 18,000
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review and Plan Check Permits	\$ 4,700
County Services	\$ 355,300
<b>TOTAL</b>	<b>\$ 1,752,000</b>



December 4, 2003

**ENCLOSURE B**

**BOB HOPE PATRIOTIC HALL ELEVATOR REPLACEMENT PROJECT  
APPROVE THE PROJECT AND THE TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
APPROVE APPROPRIATION ADJUSTMENT  
SPECS. 6542; C.P. 86256**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC.</u> <u>FEE</u></b>	<b><u>DATE OF BID</u> <u>OPENING</u></b>
1	6542	Patriotic Hall Elevator Replacement 1816 South Figueroa Street Los Angeles, CA 90015	\$50	01/20/04

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, First Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call Mr. Ron Beal of Architectural Engineering Division at (626) 458-2587. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, First Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

The Public Works' Project Management Team will hold a pre-bid conference at 10:00 a.m. on Tuesday, January 6, 2003, at the project site located on 1816 South Figueroa Street, Los Angeles, California 90015, to provide information on the project, bidding process, and answer any questions that potential bidders may have. For further directions, please contact Mr. Ron Beal with the Public Works' Project Management Team at (626) 458-2587.

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 Horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated December 16, 2003.

Specs. 6542

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

December 4, 2003

**ENCLOSURE C**

**BOB HOPE PATRIOTIC HALL ELEVATOR REPLACEMENT PROJECT  
APPROVE THE PROJECT AND THE TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
APPROVE APPROPRIATION ADJUSTMENT  
SPECS. 6542; C.P. 86256  
  
APPROPRIATION ADJUSTMENT**

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.  
No.

060

DEPARTMENT OF Chief Administrative OfficeDecember 2 ~~XX~~2003

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

See Attached

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

December 2 2003

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER

BY

No.

154

DEC 2 2003

BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER

## REQUEST FOR APPROPRIATION ADJUSTMENT

3 - Vote

### FINANCIAL SOURCES

Military & Veterans  
Rfurb-General Improvements  
Fixed Assets - Building & Improvements  
A01 - CP - 86491 - 6014  
\$1,460,000 Decrease Appropriation

Extraordinary Maintenance Budget  
Services and Supplies  
A01 - BS - 12810 - 2000  
\$75,000 Decrease Appropriation

### FINANCIAL USES

Military & Veterans  
Rfurb-Elevator Repl  
Fixed Assets - Building & Improvements  
A01 - MV - 86256 - 6014  
\$1,535,000 Increase Appropriation

Justification: Adjustment is necessary to increase the appropriation to fully fund the General Improvements project for Military & Veterans.